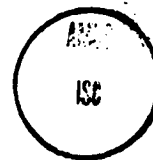


FOR OFFICIAL USE ONLY

13 FEB 1985



MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Director of Legislative Liaison  
Director of Public Affairs  
Administrative Officer, DCI

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Proposal to Establish a Focal Point to Record  
CIA Information Released to the Public

1. The Office of Information Services (OIS) has proposed that a short-term (one or two meetings) task force be formed to look at the merits of establishing a focal point responsible for recording Agency information officially placed in the public domain. Within specified parameters, the focal point would be responsible for capturing the texts of Agency releases and indexing them for retrieval. OIS is prepared to take on the responsibility if a consensus is reached that the effort would be worthwhile.

2. OIS's concern stems from recent findings that we often have difficulty determining what has been publicly disclosed. We are now in the position of not knowing the extent to which individual DS&T projects have been publicly acknowledged, let alone the circumstances, and similar problems exist in the DI's day-to-day review of information under the Freedom of Information Act (FOIA). There is no practical way for DI analysts to know whether information being reviewed has been previously released. The DO has a comprehensive automated system to record which DO documents have been released, but that system does not record the texts of releases, and retrieving such texts is a time-consuming and unwieldy process with no certainty of success. Although this Directorate has a system that captures released texts on film, it was primarily established to help answer requests from the public, is far from comprehensive, and was not designed for Agency-wide use.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

3. To alleviate these shortcomings, a new initiative was submitted by OIS for the 1987 program. The initiative was to establish an Agency-wide system to capture and display for the user the texts of released material (including any pictures, graphs, handwritten notes, etc.) on a terminal or special screen. It was to be designed to give officials throughout the Agency the capability to readily determine what CIA information has been officially released and the circumstances of the release. Due to a lack of funds, however, it is probable that this system, called the Officially Released Information System (ORIS), will not be developed for several years. The concern now is that the information ORIS will need to be viable will be destroyed or otherwise lost for future use. Without the information, OIS believes an Agency-wide system would not be worth the cost.

4. Currently OIS has access to all FOIA, Privacy Act, and Executive Order 12356 mandatory review releases at the initial and appeal levels, but does not have routine access to other types of releases. If the focal point proposal is found to be a good one, procedures to give OIS access to the remaining releases, perhaps through the Information Review Officer positions, would need to be established. To help understand the types of released information OIS believes warrants recording, an excerpt from a 15 August 1984 OIS system concept paper is attached. The paper was widely coordinated throughout the Agency last year and it is believed the information parameters set forth are definitive.

5. Because Agency-wide participation is essential, I ask that each of you name an individual to the task force who can speak for you on the issues. The task force will be headed by the Deputy Director of Information Services and the DA representative will be our Information Review Officer.

6. Please send OIS the name of your representative by 22 February. Questions regarding any of the above may be directed to   OIS Planning Officer, on  

Harry E. Fitzwater

Attachment:  
As Stated

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

SUBJECT: Proposal to Establish a Focal Point to Record CIA Information  
Released to the Public

STAT

DA/PO/OIS  (7 Feb 85)

Distribution:

- 1 - Each Addressee, w/att
- 1 - DDA, w/att
- 1 - DDA Registry, w/att
- 1 - C/IPD/OIs, w/att
- 1 - D/OIS, w/att (ORIS file)

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

EXCERPT  
OIS SYSTEM CONCEPT PAPER  
OFFICIALLY RELEASED INFORMATION SYSTEM (ORIS)  
(15 August 1984)

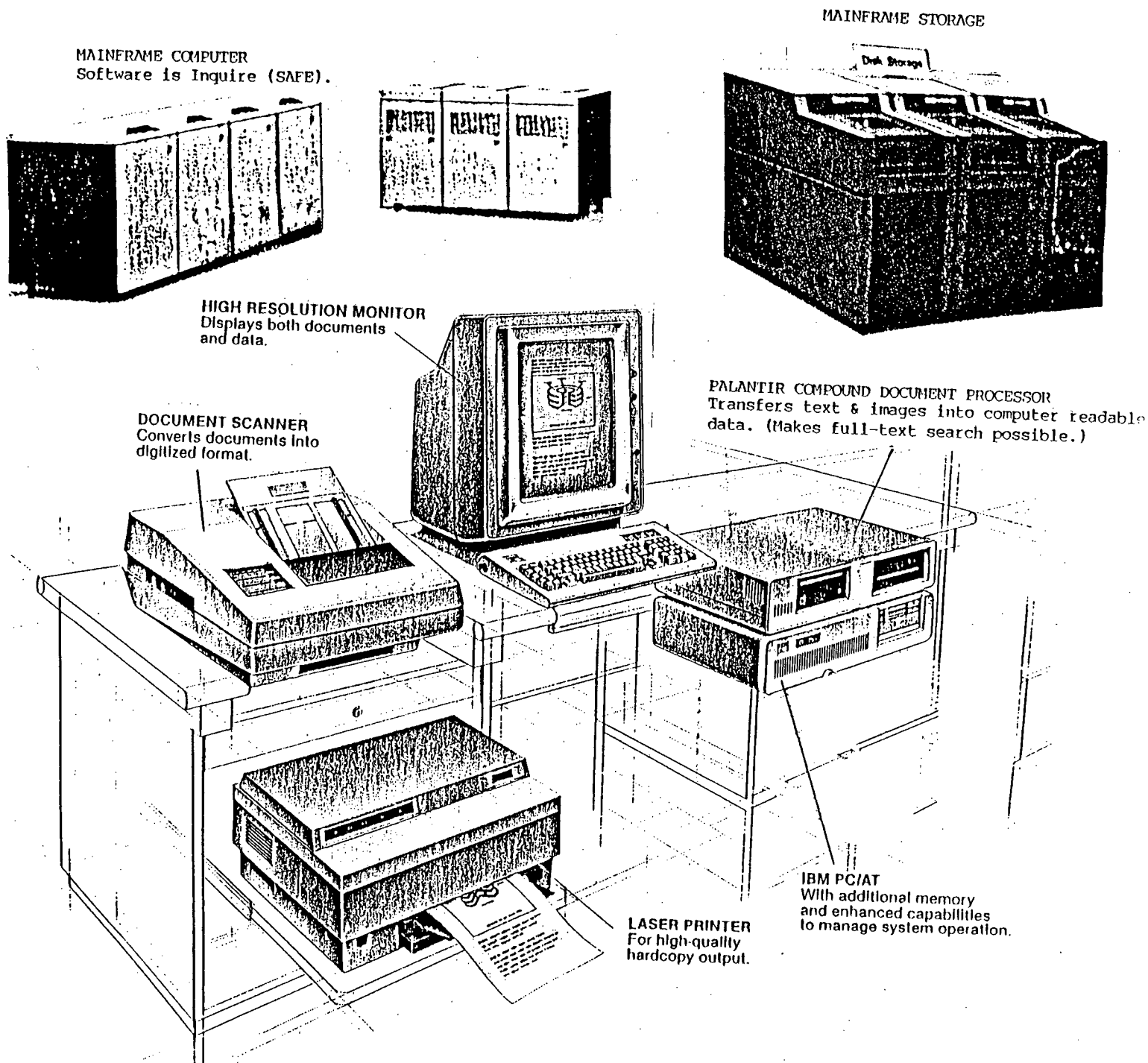
3. SYSTEM CONTENT

- STAT
- a. Except for releases authorized by the CIA National Security Classification Guide [ ] the system will record all officially released CIA information that:
- (1) was previously classified, or
  - (2) is part of the content of a classified, previously classified, or classifiable CIA record, or
  - (3) pertains to the CIA mission, functions, or organizational structure, or
  - (4) pertains to any aspect of intelligence sources or methods, or
  - (5) is part of the content of a record of another Government entity, was previously classified or classifiable, and the CIA is identified or identifiable as the source.
- b. The system is intended to record all intelligence-related information that has been officially acknowledged by the Agency. Such official acknowledgments may be in the form of, but are not limited to:
- (1) releases under the FOIA, PA, and mandatory review provisions of E.O. 12356,
  - (2) officially sanctioned speeches,
  - (3) media releases,
  - (4) affidavits and judicial and congressional testimony,
  - (5) material declassified and released outside the Agency, and
  - (6) material prepared for elements of the private sector.

FOR OFFICIAL USE ONLY

## ORIS

### Possible Configuration



IBM, PC and AT are registered trademarks of International Business Machines.